

Bus Driver Directions School Year 2011-2012

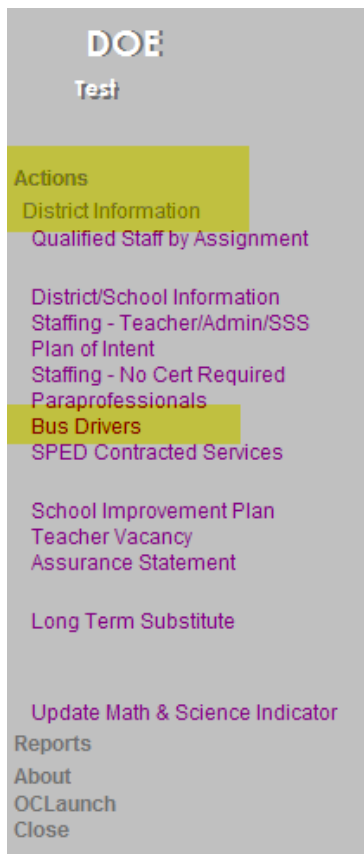
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Add Bus Driver Information


ALL districts are required to access this menu, even if you have no data to report.

STEP #1: Open the PRF, Click on Actions, District Information and then Select Add Bus Driver Information.



STEP #2: Select Yes or No to the question – Does your District have bus drivers?

District Bus Driver List

Does your district have bus drivers? ☒ Yes ☐ No 

SSN	Name	Sped FTE	Reg FTE	Type	Training
333-34-3456	Johnson, Jim	0.5	0.5	S	<input type="checkbox"/>
394-93-9999	Brown, Jack	0	1	S	<input type="checkbox"/>
777-47-5767	Jones, JOhn	0	1	C	<input type="checkbox"/>

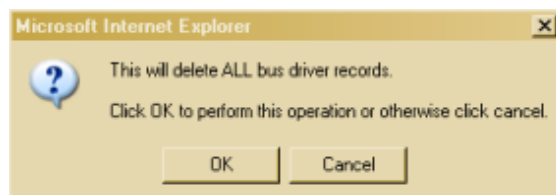
[3] bus drivers

*Double-Click record above to edit

NOTE: The answer defaults to Yes. If you do not hire or contract for bus drivers then select No.

a. Check No if the district has no bus drivers

- When you select no you will see the following message.



- Click Ok if this is correct. If you do have bus drivers then click Cancel.

If your District contracts for bus drivers you should check Yes.

b. Check Yes if the district has bus drivers

NOTE: You must answer the question regarding SDCL 13-29-21 School Bus Driver Training before you are able to complete the Bus Driver requirements. This must be completed even if there are no changes to your Bus Drivers. This area is shown on Page 7.

STEP #3: If the District had Bus Drivers the previous year, the information should pull forward to the current year. The picture below is an example of what you will see.

District Bus Driver List

Does your district have bus drivers? ☒ Yes ☐ No

SSN	Name	Sped FTE	Reg FTE	Type	Training
333-34-3456	Johnson, Jim	0.5	0.5	S	<input type="checkbox"/>
394-93-9999	Brown, Jack	0	1	S	<input type="checkbox"/>
777-47-5767	Jones, John	0	1	C	<input type="checkbox"/>

[3] bus drivers

*Double-Click record above to edit

Add Edit Delete Print

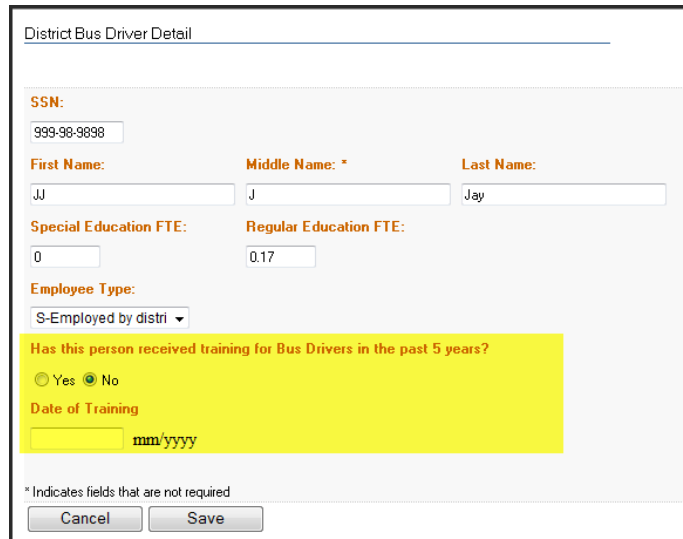
a. Review the list of your current Bus Drivers

- **Delete** any Bus Drivers who no longer provide this service to your District.
 - Click the Delete Button and follow the instructions.
- **Edit** any Bus Drivers whose information has changed.

NOTE: You must change the Bus Driver Training from a No to Yes. The system will not let you sign off on the Assurance Statement until all bus drivers have a Yes for training, or department staff updated the system to reflect this change.

Contact Carla Leingang at 773-4638 or carla.leingang@state.sd.us if a driver has not received training.

- Highlight the Bus Driver whose record needs to be updated.
- Click the Edit Button and you will see the following screen.



District Bus Driver Detail

SSN: 999-99-9999

First Name: JJ Middle Name: * J Last Name: Jay

Special Education FTE: 0 Regular Education FTE: 0.17

Employee Type: S-Employed by distri

Has this person received training for Bus Drivers in the past 5 years?
☐ Yes ☒ No

Date of Training mm/yyyy

* Indicates fields that are not required

Cancel Save

- Make any changes that are needed.
- Beginning in School Year 2012, Bus Drivers are required to have training every 5 years. The **Date of Training** is a new field which will need to be completed when a bus driver receives training.
- Click Save.

- **Add** New Bus Drivers
 - Click the Add Button and you will see the following screen.

District Bus Driver Detail

SSN:

First Name: **Middle Name: *** **Last Name:**

Special Education FTE: **Regular Education FTE:**

Employee Type:

Has this person received training for Bus Drivers in the past 5 years?

☐ Yes ☐ No

Date of Training
 mm/yyyy

* Indicates fields that are not required

- **Add the Social Security Number**
 If the employee has a green card and does not have a social security number, call Accreditation and Teacher Quality at 773-3553.
- **First Name**
- **Middle Name (optional)**
- **Last Name**
- **The full time equivalency (FTE) should be broken out between Special Education and Regular Education.**

Special Education FTE - Personnel who provide specialized pupil transportation as per a student's individual education plan (IEP) indicated as transportation as a related service.

Regular Education FTE - people actually driving the bus (the ones holding the CDL license) transporting students for their school system (not bus driver monitors)

- **Employee Type (S/C)**

S = School Bus Driver is Employed by the district.

C = School Bus Driver is Contracted.

School bus contracting companies will NOT report directly to DOE. However, contractors are asked to work cooperatively with the school system that contracts their services to provide the drivers' names and social security numbers to the school. The school will then include the contracted bus drivers on its Bus Driver Information report.

- **Has this person received training for Bus Drivers in the past 5 Years as per SDCL 13-29-21.**

Yes No

Please contact Carla Leingang at (605)773-4638 if your driver has NOT been trained as per **SDCL 13-29-21. School bus driver training.**

13-29-21. School bus driver training. Each school bus driver shall receive appropriate training at least once every five years, and the school bus driver shall pay any fees charged for the training. The training shall include classroom instruction in first aid, bus safety, and the management of passengers, and also behind-the-wheel training to enable the safe and efficient operation of the bus.

Source: SL 2011, ch 87, § 3.

- **Click the Save button**
- **If you have more bus drivers to report, repeat the above steps.**

Running the Bus Driver Report

Click on the Print button.


District Bus Driver List

Does your district have bus drivers? ☒ Yes ☐ No

SSN	Name	Sped FTE	Reg FTE	Type	Training
333-34-3456	Johnson, Jim	0.5	0.5	S	<input type="checkbox"/>
394-93-9999	Brown, Jack	0	1	S	<input type="checkbox"/>
777-47-5767	Jones, John	0	1	C	<input type="checkbox"/>

[3] bus drivers

*Double-Click record above to edit



The Bus Driver Report should open as a separate screen.

District Bus Drivers					
District: 88008 - Apple Blossom School District 88-8					
School Year: 2009 - 2010					
Name	SSN	Special Education FTE	Regular Education FTE	Employee Type	Training*
Brown, Jack	394-93-9999	0.00	1.00	Employed by District	N
Johnson, Jim	333-34-3456	0.50	0.50	Employed by District	N
Jones, John	777-47-5767	0.00	1.00	Contracted by District	N
FTE Totals:		0.50	2.50		